



City of Long Beach Employment Opportunity

MARINA SUPERVISOR

Job Number: H58NN-16

SALARY: \$1,893.20 - \$2,573.20 Biweekly
\$4,101.93 - \$5,575.27 Monthly

OPENING DATE: 03/18/16

CLOSING DATE: 04/08/16 04:30 PM

DESCRIPTION:

Accepting online applications only. Apply online 24 hours a day, beginning March 18, 2016 through 4:30 p.m., April 8, 2016.

Under direction, supervises the marina enterprise function including operational and budget control, revenue generation and tactical planning responsibilities.

EXAMPLES OF DUTIES:

Under direction, supervises the marina enterprise function including operational and budget control, revenue generation and tactical planning responsibilities; supervises and coordinates activities of personnel engaged in carrying out Marine Bureau objectives, policies, procedures, rules and regulations; plans, organizes and coordinates work activities and schedules and makes suggestions to improve services; assists customers/permittees with their use of marinas, including slip assignments and rental billing questions and other customer service issues; coordinates activities with City departments, other governmental agencies and the private sector to prevent delays in actions required or to improve services to the public; evaluates commercial operator business proposals for commercial operations on City docks; oversees land-based activities, including launch ramp operations, parking, and on-land storage, and other structures found in a marina environment; plans and conducts training of personnel; evaluates personnel performance and participates in the selection and discipline of subordinate personnel; reviews reports and other records prepared by subordinates for clarity, completeness, accuracy, and conformance with Bureau policy; assists in planning and supervising the implementation of marketing efforts; oversees space assignments for visiting vessels and fee collections from owners; participates in and promotes highly visible public relations and safety awareness activities at the marinas; oversees enforcement of rules and regulations, including live aboard and parking issues; develops, coordinates and oversees procedures for the handling of major special/social events that impact marinas and beaches; acts as liaison with the Marina Patrol Division of the Police Department regarding security issues and the Dock Watch program; makes recommendations for the annual budget; supervises and may perform regular inspections of structure flotation, sea wall, marina boat and shore mooring facilities; operates and maintains marina equipment as needed, such as small water craft, hoists, pump-outs, etc.; and performs other related duties as required.

REQUIREMENTS TO FILE:

Five or more years recent (full-time equivalent) of paid experience in marina operations or a closely related environment, including at least one year of experience supervising or in a lead capacity overseeing marina personnel.

Ability to effectively communicate tactfully both orally and in writing.

Good working knowledge of pleasure craft and/or commercial vessels and operations, boating laws, and related boating codes, rules and regulations.

Willingness to work weekends, nights, holidays and work shifts as necessary and respond to emergency callbacks.

Proficiency with personal computers, including Microsoft office applications.

A valid driver's license may be required by the hiring department.

SELECTION PROCEDURE: Screening of applicants will be conducted on the basis of applications and required supplemental applications submitted. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the Appraisal Interview.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying
Appraisal Interview.....100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of test results.

The Appraisal Interviews are tentatively scheduled to be on Tuesday April 19, 2016. If you have not received notification by April 15, 2016, contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.

This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202,

J.O.B. H58NN-16 SG

3/16/16

An Equal Employment Opportunity

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #H58NN-16
 MARINA SUPERVISOR
 SG

Civil Service Department
 333 W. Ocean Blvd., 7th FL
 Long Beach, CA 90802
 (562) 570-6202

civilservice@longbeach.gov

MARINA SUPERVISOR Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about your qualifications for the position of Marina Supervisor. This form will serve as the basis for qualifying candidates. Do not leave any questions unanswered. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications.

Do you understand the information stated in the "Instructions" section above?

☐ Yes ☐ No

- * 2. **II. REQUIREMENTS TO FILE: EDUCATION:** Do you have five (5) or more years recent (full-time equivalent) of paid experience in marina operations or a closely related environment in marina operations?

☐ Yes
☐ No

- * 3. Do you possess at least one year of experience supervising marina or in a lead capacity overseeing marina personnel?

☐ YES
☐ NO

- * 4. Do you possess working knowledge of pleasure craft and/or commercial vessels and operations, boating laws, and related boating codes, rules and regulations?

☐ Yes
☐ No

- * 5. Do you have the ability to effectively communicate tactfully both orally and in writing?

☐ Yes
☐ No

- * 6. Are you able and willing to work weekends, nights, holidays and work shifts as necessary and to respond to emergency callbacks?

☐ Yes
☐ No

- * 7. **III. JOB EXPERIENCE:**

Describe your experience in marina operations or a closely related environment in marina operations. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly).

If you have no professional paid experience, indicate "N/A".

- * 8. Describe your experience supervising marina or in a lead capacity overseeing marina personnel. Include the following: 1) Employer, 2) Dates of Employment (From/To), 3) Job Title, 4) Duties Performed and Frequency (Daily, Weekly, Monthly).

If you have no professional paid experience, indicate "N/A".

- * 9. Describe your working knowledge of pleasure craft and/or commercial vessels and operations, boating laws, and related boating codes, rules and regulations.

If you have no professional paid experience, indicate "N/A".

- * 10. Describe any additional experience, training, knowledge, skills and/or personal qualifications that have not been previously covered in this supplemental application. Include any information that you desire to be considered for the evaluation of your Marina Supervisor application packet.

* Required Question